

**Effective 11/1/2015, Travel Advance forms must be TYPED, so that the form self-calculates. Hand written documents will not be accepted.**

Travel advances are limited to employees whose salary is less than \$50,000.00 annually. The estimated travel expenses must be \$100 or more.

Hotel advances are allowed for employees whose salary is \$50,000 or more annually.

Hotel advances are made payable to the lodging establishment. **If you are registered on the Education & Training website for a training, you hotel reservation has been made. Do not request a hotel check.**

Employees will be liable for funds advanced to them or in the case of hotel checks on behalf of them. It is the responsibility of the employee to ensure any refunds due to DFCS from a hotel is sent to their Regional Accounting Office, payable to Region XX (appropriate Region #) DFCS. **Overpayments to the hotel will be taken from the employee's check until received back from the hotel, and then reimbursed.**

The Travel Advance form should be completed and approved prior to the advance of travel funds **or the renting of an individual rental vehicle.**

Travel advances must be reconciled via travel expense statement no later than 60 calendar days after the month in which the travel occurred. Advances cannot be issued more than 30 days in advance or less than **7 working days prior to travel; this is to allow for mailing time.**

**NOTE: Regardless if you received a hotel check and/or a travel advance, a Travel Expense Statement MUST be completed and all receipts attached. If the travel statement is not submitted within 60 days, you will be notified that these funds will come from your PAYROLL CHECK.**

**You will not be allowed to submit your travel statement to reverse the recoupment after the funds have been taken from your payroll check.**

#### Employee Information

1. Enter employee name
2. Enter employee identification number. This number can be found on your direct deposit email.
3. Enter employee job title
4. Enter county name where office is located.
5. Enter region which handles your payroll, i.e. Region 1, Region 15, etc.
6. Enter office, work cell number, or personal cell number where you can be reached

#### Travel Information

**Purpose of Travel:** State the purpose of traveling (meeting, training, etc). If travel is for training session, the type of training must be stated, example: new worker training, foster care training, etc. If attending a meeting, type of meeting must be stated, example: staff meeting, management meeting, etc. Include the dates of anticipated travel and the destination. Destination must be stated as city and county.

#### Types of Expenditures:

**Complete the section(s) applicable to the type of funds being requested. If request is only for a rental vehicle, the travel advance form is submitted with your completed travel expense statement. The rental receipt must also be attached, signed, and dated by the employee and the supervisor.**

**Lodging:** Fill in the name of the hotel or motel as well as the complete address and the confirmation number. The lodging confirmation (whether reservation made independently or through Education & Training) must be attached to the advance request. Enter the nightly hotel rate and the number of nights lodging is reserved for (only if receiving a hotel check do not complete for direct bill). Hotel check amount will auto fill.

**Meals:**

**First Day Travel** - Enter the applicable daily per diem rate (\$28 or \$36). Total per diem will auto fill at 75%.

**Other Travel Days** – Enter applicable daily per diem rate (\$28 or \$36). Enter number of days in travel status. Do not count the first or the last day. Total per diem will auto fill.

**Last Day Travel** – Enter the applicable daily per diem rate (\$28 or \$36). Total per diem will auto fill at 75%.

**Method of Transportation:** For single day travel over 75 miles or for multi day travel to meetings, conferences, etc., regardless of overnight status, the employee must combine the miles when completing the Cost Comparison Form to determine the most cost effective means of transportation. Check YES or NO based on the determination made on the cost comparison form. Vehicle reservation confirmation must be attached if using a rental vehicle. Fuel estimates are not advanced. Fuel cost is REIMBURSEMENT only.

**Mileage:** If rental vehicle is determined to be most cost effective but choice is made to use personal vehicle, enter the estimated miles of travel. The mileage advance amount will auto calculate at the TIER 2 rate. If personal vehicle is determined to be most cost effective, enter the estimated miles of travel. The mileage advance amount will auto calculate at the TIER 1 rate.

**NOTE:** When determining if Rental Car or Personal Car will be used, remember that you must include 30 business miles per day for all days other than the departure and return date in order to determine most cost effective means of travel.

**NOTE:** If an employee uses a rental vehicle, but the cost comparison form states that it is more cost effective to use their personal vehicle, the employee will be reimbursed for the mileage used at the TIER 1 Rate, the cost of the rental vehicle will be subtracted from their payroll, and they will not be reimbursed for the fuel put in the rental vehicle.

**Total:** Will auto fill.

**County Authorization**

**THE EMPLOYEE MUST SIGN AND DATE THE TRAVEL ADVANCE REQUEST. THE EMPLOYEE'S NAME MUST ALSO BE PRINTED.**

**THE EMPLOYEE'S SUPERVISOR OR THE DESIGNEE MUST SIGN AND DATE THE TRAVEL ADVANCE REQUEST. THE EMPLOYEE'S SUPERVISOR OR THE DESIGNEE'S NAME MUST ALSO BE PRINTED.**

**Check Distribution**

Advance checks can be mailed to the employee's home, or mailed to the employee's county where he/she is housed. Please check applicable box.

**Note:** Upon termination of employment, all employees must promptly account for and return any outstanding advances. If not accounted for or returned by the last working day of employment, all open advances will be reported as TAXABLE INCOME on the employee's W-2.